

## Notice of Intent to Award Sole Source Contract

<b>Notice Date</b>	August 30, 2016
<b>Response Due Date (10 business days from Notice Date)</b>	September 9, 2016
<b>Contract Caption/Description</b>	<p>Records Maintenance and Retention</p> <p>The District has a continuous need for combined services of storage, maintenance, retrieval and destruction of over 14,000 records from DC general hospital and Department of Healthcare Finance. Services will include semi-monthly pick-ups of duplicative medical, administrative shredding, moving and furniture assembling needs.</p> <p>Any disruption in these services or movement to another location would cause great risk to historical and medical files currently under the care and maintenance under North Capitol Partners, LLC. Until DHCF completes this project, it is impractical to move all 14,000 records to another location. Furthermore, any procurement to another vendor at this time in the middle of the current remediation and District-wide archiving process would cause the District an unnecessary and preventable financial burden.</p> <p>The purpose of this Sole Source award is to ensure the records are unmoved and not damaged in their already fragile condition. Additionally, to complete the project by the close of FY 2018, the District requires NCP to continue working non-stop in order for the records to be inserted into the Federal archives on schedule. Finally, moving the records to another location at this time risks lack of oversight, loss of historical and medical records and may cause violation of HIPAA privacy laws.</p>
<b>Vendor Name</b>	North Capitol Partners, LLC
<b>Agency</b>	Department of Health Care Finance
<b>Contract Specialist Email</b>	<a href="mailto:janelle.taylor2@dc.gov">janelle.taylor2@dc.gov</a>
<b>Contract Officer Email</b>	<a href="mailto:helena.barbour@dc.gov">helena.barbour@dc.gov</a>